

Role Description

Role Title: Technician – Construction Technologies Wet trades/and Maintenance, General labouring	Pay Grade: Grade 5
Normal Place of Work: SBSA, Bristol, BS14 0DB, United Kingdom	Line Manager: Head of Department
Normal Working Hours: 37 Hours	Responsible For: N/A

ROLE PURPOSE

- Provide support in workshops and other areas to ensure materials and equipment are in proper working order and available for learners to use at the start of each day as required for their learning. This includes providing support in the brick and plastering working, Providing mortar mixing. Plaster, provide tools, engage with students to guide and support along side the lecturer and provide Health and safety support for your workshop.
- Ensure tools and equipment are securely locked away at the end of each training session.
- Working with the other technicians within the Construction department to carry out general maintenance across all workshop areas along supply of materials when requested
- Maintain and ensure mixing equipment is cleaned at the end of each day to prolong its lifespan.

PRINCIPAL ACCOUNTABILITIES

- Help, advise and assist students during their training and whilst carrying out practical activities
- Discuss all practical activities with the course teacher to ensure that all tools and material needed are ready for students at the start of lessons
- Observe and maintain all current health and safety regulations as appropriate to the area of work and ensure the workshops are clear of obstacles and items are not left out at the end of lessons
- Establish acceptable standards of tidiness and safety and ensure that students carry out appropriate activities in connection with the above
- To prepare the equipment for the students to use in their practical training and assessments within the Brick and plastering workshop
- Be responsible for stock control, storage and maintenance of agreed levels of consumable materials such as mortar Plaster, Bricks and Plaster board
- To Liaise with suppliers and the authorised signatory to raise orders on the relevant budgets code
- Taking delivery of ordered goods and checking all related paperwork
- Be responsible for the maintenance, repair and replacement of tools and equipment across the 3 workshop areas
- Maintaining current health and safety records for the workshop areas
- Participate in course team meetings, management meetings and staff development activities
- Maintain personal skills and knowledge relevant to the curriculum and to keep up-to-date in current methods appropriate to the area of work
- Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
- Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
- Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement

Key Relationships

All posts within the College require a high degree of team working. In particular, the post holder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> • Suppliers 	As part of the role you will need to source and negotiate supplies. This will involve using good communication skills as well as building relationships that will enable the supplies to meet our needs.
<ul style="list-style-type: none"> • Lecturers 	You will work as part of the delivery team across the trade areas. As part of this you will have a critical role in enabling teachers to deliver training and assessments, as well as enabling students to achieve their qualifications in a timely way
<ul style="list-style-type: none"> • Students 	You will be working with the students of the trade areas who range from 16 years old and up. This is a support role to enable the learners to achieve their qualifications but you will also form part of the team to ensure students are meeting college expectations and complying with the rules and legislation linked to the workshops and the college as a whole.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: Inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
A level 2 technical certificate/diploma at level 2		✓	AF/Cert
A recognised trade qualification to NVQ 2		✓	AF/Cert
Level 2 qualifications in English and Maths		✓	AF/Cert
Health and Safety qualification		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Previous experience in working in the construction industry		✓	AF/IV
Experience of working with students providing effective feedback to enable them to progress.		✓	AF/IV
Previous experience working as a technician within a construction based department in any educational institute (School, College, University for example)		✓	AF/IV
Understanding of Health and Safety and ability to maintain H&S records and develop Safe Systems of Practice and risk assessments for equipment and activities.	✓		AF/IV
SKILLS AND ABILITIES			
Proactive, enthusiastic, self-motivated and able to work with young people and adults.	✓		AF/IV
Practical skills in construction	✓		AF/IV
Good IT skills	✓		AF/IV
Reliable, highly organised and flexible approach	✓		AF/IV
Consumable control and ordering.		✓	AF/IV
Ability to work as part of a team	✓		AF/IV
Up to date knowledge of Health and Safety	✓		AF/IV
Willingness to work across multiple college sites, and travel between them on occasion	✓		AF/IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview